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Sent: Thursday, April 8, 2004 11:41 AM
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Subject: Drug Analysis laboratory QC Meeting

Drug Analysis Laboratory QC Meeting, 04-06-04

Present: Dr. Harvey George, Margaret DiNatale, Sonja Farak and Peter Piro
Minutes prepared by P.Piro

- 1) Balance QC was checked and signed off by Dr. George.
- 2) UV/VIS quality control was checked and signed off by Margaret DiNatale.
- 3) IR quality control was checked and signed off by Margaret DiNatale.
- 4) GC/MS quality control was checked and signed off by Margaret DiNatale.
- 5) The reagent book was checked and signed off by Margaret DiNatale.

- 6) The Drug Lab is waiting for the results of an engineering study concerning the hoods in rooms 361/362.

- 7) Dr. George requested that Charles Salemi update the group on the requirements of ASCLD certification at the next QC meeting on May 4, 2004. Dr. George also requested a written SOP for sample audits and the results for March/April at the next meeting.

8) At the 3/30/04 Drug Lab Meeting a new procedure was put in place to reduce the chance of reporting errors. The minutes from that meeting are stated below.

"Two chemists will now sign off on routine powder and Rx samples submitted to mass spec. The primary chemist will perform all preliminary testing. When they have completed all testing they will indicate that preliminary result on the upper portion of the lab control card. The sample is submitted to GC/MS as usual, and a second chemist will do the confirmation testing. If the results differ, the sample vial will be returned to the primary chemist. If prelim results are verified, the secondary chemist will write their result at the bottom of the control card, and submit the card to the evidence office as usual. This will provide for two separate checks of the card data against the certificates, reducing the possibility of transcription or typo errors."

A corrective action plan will be submitted by Charles Salemi prior to the next meeting.

9) Dr. George inquired about the Amherst QC program. He would like to have Allan Stevenson attend the next meeting to discuss the program in place at the Amherst Drug Analysis Laboratory.

10) Allan Stevenson is working on a computer program for the new notary changes that will be implemented in April 2004. The program will print out the date notarized, the notary's printed name (allowing space for a signature) and the date his/her commission expires. The program will be password secured and a printout will be generated to be put into a bound book. Details will be forthcoming at the next meeting.